

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1414 **TITLE:** ASSISTANT REAL ESTATE APPRAISER **GRADE:** S-20

DEFINITION:

Under supervision, provides technical assistance in the appraisal of residential real property for ad valorem (tax assessment) purposes; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is the entry level in the Appraiser class series. Employees in this class may serve in a trainee (i.e. underfill) capacity, receiving training in the County's appraisal methods and techniques under the guidance of experienced appraisers.

ILLUSTRATIVE DUTIES:

Conducts inspections of residential properties, completed construction, and work in progress to collect data such as class and dimensions of structures to assist in determining value and construction quality;

Assists appraisers in the collection of data on new commercial structures and unique residential properties;

Studies plans, maps, and photographs to locate and assist appraisers in the valuation of property;

Assists in maintaining subdivision data files and the posting of maps;

Participates in training and on-the-job-training assignments to become proficient in appraisal methods and techniques;

Responds to public inquiries regarding basic elements of the new construction process.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to read and interpret maps, building architectural plans, and property descriptions;

Ability to learn and progress in the real estate appraisal field;

Ability to perform on-site physical inspection of residential real property, to include measuring new and existing construction to determine size;

Ability to successfully complete International Association of Assessing Officers and/or other certified training courses to become proficient in appraisal methods and techniques;

Ability to use a personal computer and to learn the use of new software and/or mainframe programs;

Ability to communicate effectively, both orally and in writing;

Ability to develop and maintain cooperative and effective relationships with County officials, staff, the professional real estate community, and citizens.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree.

Formal appraisal training is required and may be provided by various real estate appraisal organizations (e.g., International Association of Assessing Officers and the Appraisal Institute). Incumbents are either promoted to the class of Real Estate Appraiser upon successful completion of their training or are separated.

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CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

REGRADED:	August 23, 2010
REVISED:	August 22, 2000
REVISED:	July 10, 1995